

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16

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ANNOUNCEMENT NO. 51

PARKING ENFORCEMENT OFFICER

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$15.55- \$16.18** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JUNE 3, 2016 UNTIL 4:30 P.M. ON THURSDAY, JUNE 9, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JUNE 9, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Enforces parking regulations. Patrols an assigned area within limits of municipal parking meter districts. Issues citations for vehicles violating parking ordinances. Controls vehicular traffic flow on properties owned or operated by the City of Cleveland other than dedicated right-of-ways. Observes and reports abandoned vehicles. Requests impounding of certain accidents and summons assistance. Assists the public in emergency situations. Answers public inquiries. Appears in court when necessary. Prepares and submits daily sheets and copies of parking tickets issued and performs other related work as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A valid State of Ohio Driver's License is required. Must be able to walk long distances, in all weather conditions. Knowledge of parking regulations, computers, and downtown area of Cleveland are preferred.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

NOTE: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS FOR
PARKING ENFORCEMENT OFFICER

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, <u>PLEASE REVIEW THE FOLLOWING CHECKLIST DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST</u>	
<u>COMPLETE THE APPLICATION FORM. YOU MAY HAVE WORKED AT ONE COMPANY BUT HAVE HAD MULTIPLE POSITIONS. EACH POSITION IS BEST DESCRIBED INDIVIDUALLY. (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS.</u>	
SIGN AND DATE THE COMPLETED APPLICATION (IT DOES NOT HAVE TO BE NOTARIZED).	REQ
HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (PROVIDE COPY) (IF YOU HAVE AN ASSOCIATE'S OR A BACHELOR'S DEGREE NO COPY OF H.S. DIPLOMA/GED IS NECESSARY, BUT YOU MUST SUBMIT COPY OF DEGREE OR TRANSCRIPT).	REQ
VALID STATE OF OHIO DRIVER'S LICENSE (PROVIDE COPY)	REQ
ABLE TO WALK LONG DISTANCES, IN ALL WEATHER CONDITIONS	MUST
KNOWLEGDE OF: <ul style="list-style-type: none">• PARKING REGULATIONS• COMPUTERS• DOWNTOWN CLEVELAND AREA	MUST
COMPLETED APPLICATION: YOU MAY HAVE WORKED AT ONE COMPANY BUT HAD MULTIPLE POSITIONS. <u>EACH</u> POSITION IS <u>BEST</u> DESCRIBED INDIVIDUALLY. (DO NOT STATE "SEE ATTACHED RESUME")	REQ
YOU ARE REQUIRED FILL OUT THE THREE (3) POST CARDS INCLUDED IN THE APPLICATION; IF APPLICATION PRINTED FROM WEBSITE, THEN COMPLETE POST CARDS IN CIVIL SERVICE OFFICE. (THIS INCLUDES THE JOB CLASSIFICATION (OR TITLE) ON THE TOP LINE OF EACH CARD AS WELL AS YOUR NAME AND ADDRESS. <u>LEAVE ID NUMBER BLANK.</u>)	REQ
RESUME IS OPTIONAL (CAN BE USED TO CLARIFY EXPERIENCE BUT NOT REPLACE YOUR COMPLETED APPLICATION)	OPT
ANY OTHER INFORMATION OR MATERIALS THAT DEMONSTRATE YOUR QUALIFICATIONS AND EXPERIENCE FOR THIS POSITION. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A COVER LETTER IS WELCOMED BUT NOT REQUIRED.	OPT

REQ – required; OPT – optional; PREF – preferred

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING.** THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

RESIDENCY POINTS

§74 of Charter of the City of Cleveland states:

A person who is a bona fide resident of the City of Cleveland for at least one year and desires to take an entrance level civil service examination, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, as determined by the civil service bulletin for such examination, have added to his or her raw score ten (10) points.

OR

A resident of the City of Cleveland for at least one year from the date of filing of an application for a promotional civil service examination, who receives a passing grade on that promotional examination, shall have added to his or her raw score five (5) points.

In order to be considered for the extra points, you must submit COPIES of 4 different proofs of residency from ONE YEAR AGO and 4 different proofs of residency that are CURRENT. Such proofs include:

**Driver's License
Bank Statements
Utility Bills
Mortgage or Lease
Bills
Other Mail (Postmarked)
Insurance Statement**

SO, THIS MEANS THAT YOU MUST SUBMIT AT LEAST EIGHT (8) ITEMS OF PROOF FOR RESIDENCY CREDIT!!!!